

Logging In on the Blackboard Transaction System (BbTS) Application


You initially access the Application through the R drive of your computer.

Double click on “My Computer”, “R drive” and “BbTS” folder

Right click on the “BbTSMMain.exe”

Click on “create shortcut” and then “yes”



 This icon will now appear on your desktop so you can access as needed. When you double click the icon, you will be given a prompt. Click “run”.



A password must be at least 7 characters and contain both alphabetic and numeric characters and must be changed at least every 90 days. Users with access to both the BbTS application and BbTS Reporting System will use the same user name and password for both systems.

[illegible]

A user must have a merchant and profit center selected before performing most tasks. A merchant is a group of transactions and users within BbTS. User permissions can be created to access reports, products, doors, and events. A profit center is a retail business location consisting of one or more points of sale (POS).

To choose a Merchant and Profit Center

Blackboard
transaction System 

User: dreitan
Merchant: <None>
Profit Center: <None>

1. Click **None** next to Merchant.
2. Click **Select** next to the merchant name.
3. Click **None** next to Profit Center.
4. Click **Select** next to the profit center name.